

REQUISITION NO:	<u>DNR0588491</u>	DATE POSTED:	<u>02/18/14</u>
POSITION NO:	<u>203881</u>	CLOSING DATE:	<u>03/03/14</u>
POSITION TITLE:	<b>Security Guard - (2 Temporary Positions)</b>		
DEPARTMENT NAME / WORKSITE:	DNR/Navajo Parks & Recreation Department - Monument Valley Tribal Park/Monument Valley, AZ		
WORK DAYS:	<u>Varies</u>	REGULAR FULL TIME:	<input type="checkbox"/>
WORK HOURS:	<u>Varies</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input checked="" type="checkbox"/>
		NO. OF HRS./WK.:	<u>          </u>
		GRADE/STEP:	<u>Y56A</u>
		\$	<u>19,718.40</u> PER ANNUM
		\$	<u>9.48</u> PER HOUR

Under general direction, performs security work of routine difficulty; performs security and watchman duties by patrolling, observing, and maintaining watch over Four Corners Monument facilities, equipment, materials and supplies; inspects, examines, checks locks, doors, windows, enclosures, fences, and gates to ensure that they are secured, guards against theft, vandalism, fire, illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities and reports deficiencies and performs related work as assigned. Operates communication equipment to report emergencies, vandalism, irregular or unauthorized activities and serious violations and threat to the security of assigned area; admits authorized staff into building/facilities after working hours; maintain keys, equipment, facilities, materials, supplies and may be required to prepare and submit reports; observes safety regulations. Makes minor emergency repairs; performs custodial duties as needed, repairs electrical outlets and lighting fixtures on interior/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, provide information pertaining to the Park and other park areas; may give tours of assigned facilities to visitors, schools, and civic organizations.

One (1) year experience in responsible building maintenance and security work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.